

Commercial building permit plan requirements for new structures and additions to existing structures.

ARCHITECTURAL DRAWINGS

1. **Cover sheet:** Provide an area dedicated for the City to place plan review comments. The area should be at least 8.5" x 11" or provide a blank paginated sheet.
2. **Code analysis to include:** Use group classification, type of construction, height of building, number of stories, floor area under construction, fire protection features such as fire ratings of structural and non structural elements and codes used to design the building. Also see plan submittal checklist.
3. **Sprinkler design information:** NFPA 13, 13R, 231 etc. Indicate if fully, partially sprinklered or not sprinklered..
4. **Fire alarm information:** Indicate type such as voice etc...
5. **Provide standpipe information:** (If the building has standpipes)
6. **Mixed-use information:** Provide information if the building is designed as a separated or non-separated mixed use. Provide support calculations for the design option used. Use format such as provided in the 2000 INTERNATIONAL BUILDING CODE
7. Height and area calculations must be indicated on submitted plans. Use format such as provided in the 2000 INTERNATIONAL BUILDING CODE
8. Analysis of all fire resistance assemblies, materials and construction. All designs must be accompanied by the actual construction requirements for the assemblies used. Include all testing agency listing numbers and information such as screw sizes and spacing, spacing of support framing, insulation details if part of assembly and manufacture of products/components etc.
9. **NOTICE:** The City does not accept "Based on or "Similar to" assemblies for new construction. All existing construction is subject to Maryland State requirements as defined under the Maryland Rehab Code. (Once enacted)
10. A floor and roof plan, sections, elevations indicating height measurements, details and proposed uses of all rooms and spaces. Indicate office furniture location, seating etc. All plans must be drawn to scale.
11. **Wall sections details and legends:** Show all fire areas, rated and/or non-rated walls, ceilings, smoke barriers, shaft details. **For fire rated assemblies make sure you include all information required under # 8 above.**
12. Provide hardware schedules, ratings of doors, fire dampers etc. All special locking arrangements must also be noted. Special locking arrangements must comply with all of the requirements cited in the Building and Life Safety Codes
13. Exit analysis showing door, corridor, room, and floor occupant capacity and stair width occupant calculations. Provide numbers used to calculate capacity and exit design criteria
14. Each sheet must bear the original wet stamp and signature of the State of Maryland registered design professional. This is required for each set of plans submitted.
15. Stair and railing details including riser and tread depths, height of rails, size of openings and size of handrails.
16. Plans should be no smaller than 24" x 18" and no larger than 48" x 30"
17. Plans cannot be marked " For Permit Only" , "Not for Construction" or a percentage of completion (%) etc.
18. All new structures and additions to existing structures require that a detailed site plan be included with the permit set. (DRAWN TO ENGINEER SCALE)
19. All architectural plans must be drawn to scale (ARCHITECTURAL SCALE). Drawings indicating only dimensions will be rejected.
20. Open parking structure applications must include all calculations showing the percent of openness as required under IBC section 406.0.

PLEASE NOTE: IF THE ABOVE REQUIREMENTS ARE NOT PROVIDED THE CITY PLANS EXAMINERS WILL SUSPEND OR REJECT THE PLANS AND APPLICATION.

Updated 9/2/03